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MEMORANDUM FOR: Deputy Director (Intelligence)

SUBJECT : Report on Overtime Worked and Leave Taken

1. Two summaries of overtime worked and leave taken by employees in the Intelligence Area by offices are attached for the periods 27 September 1953 through 2 January 1954, and 3 January 1954 through 27 March 1954.
2. Also attached is a chart reflecting the number of CIA vouchered employees as compared with the overtime worked and the leave taken during the periods covered in the summaries. A similar chart for the Intelligence Area is attached for comparative purposes.
3. The averages for overtime and holiday time are understated by that amount of time contributed by employees in the GS-15 and above category. These employees, although contributing overtime and holiday time do not report this time.
4. As a result of discussions stemming from these reports, closer attention is being given to the overtime and authorization of overtime work in many offices. In view of the very difficult budget situation, however, it is particularly important that overtime practices be watched closely since additional funds are not available to finance overtime, but must be absorbed within present allocations.
5. This information is submitted to you for any possible use you may wish to make of it in considering the application of Agency Regulations concerning the authorizing of overtime in the organizational components under your supervision.

L. K. WHITE
Deputy Director
(Administration)

Attachments

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TRANSMITTAL SLIP		
JUN 20 1954 (Date)		
TO: Chief, Regulations Control Staff		
BU: [REDACTED]	ROOM NO. 126	
REMARKS: Proposed Change 3 to Regulation No. [REDACTED] "Hours of Work," is approved for publication.		
<div style="border: 1px solid black; padding: 5px;"> Document No. <u>76</u> No Change In Class. <input checked="" type="checkbox"/> <input type="checkbox"/> Declassified Class. Changed To: TS S C Auth.: HR 70-2 Date: <u>11-28-78</u> By: <u>25</u> </div>		
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